



Code: 0133

Family: Accounting and Finance

Service: Administrative

Group: Clerical, Accounting and General Office

Series: Accounting and Finance

CLASS TITLE: FINANCIAL MANAGER - TIF

CHARACTERISTICS OF THE CLASS

Under direction, conducts comprehensive financial analysis and plans and manages the city's Tax Increment Financing (TIF) program, and performs related duties as required

ESSENTIAL DUTIES

- Reviews funding requests received from operating departments to ensure that requests to fund TIF projects are accurate and adhere to program requirements
- Monitors the allocation of TIF funds, ensuring monies are budgeted to appropriate accounts, expended according to project guidelines, and unspent account balances are returned to proper funds
- Analyzes financial data received from city departments and outside agencies (e.g., property assessments, tax collection reports) in order to develop revenue estimates for funding current obligations and proposed projects
- Participates in monthly meetings to discuss funding for proposed projects
- Prepares and generates financial reports and advises the Budget Director and senior managers on TIF expenditures and projected spending for regular meetings and on an as needed basis
- Maintains and oversees the maintenance of databases used to monitor TIF funding and prepares various financial reports, as required
- Communicates with city departments and sister agencies (e.g., Chicago Public Schools, Chicago Park District, Chicago Transit Authority) to obtain updated relevant project information related to TIF-funded projects
- Assigns, supervises and evaluates the work of professional staff engaged in the maintenance of related databases and the reporting of financial data

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Graduation from an accredited college or university with a Bachelor's degree in Finance, Business Administration or a directly related field, plus five years of professional financial analysis work experience, or an equivalent combination of education, training and experience, provided that the minimum degree requirement is met.

Licensure, Certification, or Other Qualifications

- None

WORKING CONDITIONS

- General office environment

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer)

PHYSICAL REQUIREMENTS

- No specific requirements

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Advanced knowledge of:

- financial analysis and management principles, methods, practices, and procedures
- generally accepted fiscal policy principles, methods, practices, and procedures
- applicable federal, state and local laws, statutes, regulations and guidelines
- budget preparation and management methods, practices, and procedures

Considerable knowledge of:

- city and county tax ordinances and requirements
- applicable computer software packages and applications (e.g., Excel, Access)
- budget preparation and management methods, practices and procedures

Moderate knowledge of:

- applicable federal, state, and local laws, regulations, and guidelines

Knowledge of applicable City and department policies, procedures, rules, and regulations

Skills

- *ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- *CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- *MATHEMATICS - Use mathematics to solve problems
- *MONITORING - Monitor and assess performance of one's self, other individuals, or organizations to make improvements or take corrective action
- *COMPLEX PROBLEM SOLVING - Identify complex problems and review related information to develop and evaluate options and implement solutions
- *MANAGEMENT OF FINANCIAL RESOURCES - Determine how money will be spent to get the work done and account for these expenditures
- *JUDGMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand

- **COMPREHEND WRITTEN INFORMATION** - Read and understand information and ideas presented in writing
- **WRITE** - Communicate information and ideas in writing so others will understand
- **REASON TO SOLVE PROBLEMS** - Apply general rules to specific problems to produce answers that make sense
- **REASON MATHEMATICALLY** - Choose the right mathematical methods or formulas to solve a problem
- **MAKE SENSE OF INFORMATION** - Quickly make sense of, combine, and organize information into meaningful patterns
- **REACH CONCLUSIONS** - Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)

Other Work Requirements

- **INITIATIVE** - Demonstrate willingness to take on job challenges
- **LEADERSHIP** - Demonstrate willingness to lead, take charge, and offer opinions and direction
- **DEPENDABILITY** - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- **ATTENTION TO DETAIL** - Pay careful attention to detail and thoroughness in completing work tasks
- **INDEPENDENCE** - Develop own ways of doing things, guide oneself with little or no supervision, and depend mainly on oneself to get things done
- **INNOVATION** - Think creatively about alternatives to come up with new ideas for and answers to work-related problems
- **ANALYTICAL THINKING** – Analyze information and using logic to address work or job issues and problems

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
October, 2015